

FOREIGN TRAVEL AND SECURITY CLEARANCE REQUEST						1. DATE
2. NAME		3. SOCIAL SECURITY NUMBER	4. TITLE		5. GRADE/LEVEL/RANK	6. DIVISION AND CODE
8. PHONE (Home/Work)		9. DATE AND PLACE OF BIRTH		10. PASSPORT NUMBER	11. DATE AND PLACE OF ISSUE	
					12. POC NAME/PHONE (If traveler is unavailable)	
13. MEETING CLASSIFICATION	14. WHAT IS THE HIGHEST CLASSIFICATION OF INFORMATION TO BE DISCLOSED? (Navy) (Foreign)		15. NAME AND ORGANIZATIONAL LOCATION OF PROJECT OFFICER AUTHORIZED TO APPROVE DISCLOSURE OF CLASSIFIED INFORMATION TO FOREIGN NATIONALS. (Contact Code 1224 if further info is needed.)			

16. ITINERARY					
a. DATES OF LEAVE REQUESTED EN ROUTE		b. DATE TRAVEL BEGINS		c. DATE BY WHICH TRAVEL MUST BE COMPLETE	
				d. AUTHORITY IS REQUESTED TO: <input type="checkbox"/> OMIT <input type="checkbox"/> VARY <input type="checkbox"/> REVISIT SUCH PLACES AS NECESSARY	
ACTIVITY(S) TO BE VISITED (i.e., Hotel, University) (No Abbreviations)	COMPLETE ADDRESS	PERSONS TO BE CONTACTED (Name/Title/Phone No.)	APPOINTMENT SECURED?		ETA (Date, Time, Place)
			YES	NO	

17. PURPOSE AND JUSTIFICATION - IN DETAIL - NO ABBREVIATIONS (If presenting a paper, include title and attach abstract. If visit is a result of an invitation, attach a copy)	18. CONTACTS (Check appropriate box)				19. ARE ALUSNA SERVICES REQUIRED FOR ACCOMMODATIONS?	
	a. US PERS ONLY	b. REP (Foreign Gov't)	c. REP (Foreign Commercial Activity)	d. OFFICIALS CONCERNED WITH US/LOCAL GOV'T AGREEMENTS	a. YES (Specify)	b. NO

20. REMARKS/JUSTIFICATION, IF ANY (No Abbreviations)	21. MODE OF TRANSPORTATION							
	a. COMMERCIAL				b. GOVERNMENT			c. PRIVATELY OWNED
	RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> COST MUST NOT EXCEED COST OF RAIL OR AIR
	(FOR DIVISION USE ONLY) ALL PREVIOUS FOREIGN TRAVEL TRIP REPORTS SUBMITTED? <input type="checkbox"/> YES <input type="checkbox"/> NO ____ INITIALS _____ DATE				(CHECK APPROPRIATE BLOCK) <input type="checkbox"/> PURPOSE OF VISIT CANNOT BE ACCOMPLISHED BY OTHER MEANS <input type="checkbox"/> TRIP WILL AID IN ELIMINATING A PROBLEM AREA <input type="checkbox"/> TRIP WILL AID IN ACQUIRING NEEDED RESOURCES <input type="checkbox"/> TRIP WILL DIRECTLY AID FUTURE OPERATIONS			

TRAVELER (Signature)	SUPERVISOR APPROVAL (Signature and Title)	DIVISION HEAD APPROVAL (Signature)	ADOR/CODE 8000 APPROVAL (Signature)

PRIVACY ACT STATEMENT

AUTHORITY - 10 U.S.C. Section 8012 and Executive Order 9397, 22 Nov 43. EFFECT OF NONDISCLOSURE - Nondisclosure of identifying information including SSN could result in refusal of clearance to enter a particular area by a foreign government. PRINCIPAL PURPOSE - To obtain permission to visit an area outside CONUS, from the US Official exercising authority over that particular area. Social Security Number is used as a means of obtaining positive identification. Identifying data is provided to the authority as a basis for granting clearances.